

JOB OPPORTUNITY

Franchise Tax Board is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent
Full-time

☐ Permanent
Intermittent

☐ Limited-term
(Temporary)
Length _____

☐ Formal Training
and Development
Assignment

Position Title: Timekeeper/Administrative Support

Location: Central Office, Building 1

Salary Range: \$2348 - \$2855

Classification: Office Technician Typist

Section/Unit: Information Validation Sect.

Number of Vacancies: 1

Job Description: (includes typical duties)

Under the general direction of the Section Manager of the Information Validation Section, the timekeeper is responsible for time reporting using the "Keeping Time" system; preparing, maintaining and filing all personnel transactions; maintaining a position tracking system; performing a wide variety of administrative support functions; answering a multi-line phone; acts as the section supply coordinator.

Required Knowledge, Skills, and Abilities:

- Good organizational, written and oral communication skills.
- Knowledge of general office procedures and experience using personal computers (Word, Excel, Visio).
- Ability to work effectively with people at all levels.
- Ability to exercise good judgement and dependability.
- Ability to pay close attention to detail and proceed independently from general directions.
- Good work habits and attendance.
- Ability to be flexible in response to changing workload priorities.

Desirable Experience/Qualifications:

- Knowledge of timekeeping programs and reports.
- Prior experience with personnel transactions.
- Knowledge of the department's policies and procedures.

Mail or hand deliver your application by: June 12, 2001

Contact Person: Jami Erskine/Gina Solorio

Telephone Number: (916) 845-4228/
845-4273

Address/Room Number: PO Box 550, Sacramento, CA 95812-0550, Attention: Exams

Special Instructions: _____

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list or have reinstatement eligibility. Applications will be screened and only the most qualified applicants will be interviewed.

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

Franchise Tax Board's TDD telephone number is (800) 822-6268.

The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.